

**U.S. ENVIRONMENTAL PROTECTION AGENCY
CHESAPEAKE BAY PROGRAM
GRANT AND COOPERATIVE AGREEMENT
GUIDANCE**



Chesapeake Bay Program
A Watershed Partnership
www.epa.gov/chesapeake/grants.htm

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**U.S. Environmental Protection Agency
Chesapeake Bay Program
Grant and Cooperative Agreement Guidance**

The attached guidance-the Chesapeake Bay Program Grant and Cooperative Agreement Guidance-dated February 2001 (revised January 2004) is hereby issued pursuant to EPA Delegation No. 2-46 Chesapeake Bay Program, which delegates the Director of the Chesapeake Bay Program, the Authority to promulgate Agency Guidance for grants issued under Clean Water Act Section 117.

Jan. 14, 2004
Date

Diana Estler for
Rebecca W. Hanmer
Director, Chesapeake Bay Program

SUMMARY OF CHANGES

Changes were made to the Guidance document and the Attachments. Listed below is a summary of changes for each Attachment and Guidance Text:

Attachments:

Attachment 1 – Chesapeake 2000 Agreement: Changed from a Scanned copy to pdf file.

Attachment 2 – Clean Water Act, Section 117: Changed from a Scanned copy to Word file.

Attachment 3 – Sample Work Plan: **Renumbered to 3A, Sample Work Plan Content for Grants Other Than State Implementation and 3B, Suggested Formats for Chesapeake Bay Implementation Grants (CBIG):** -This attachment reorganizes the information by categorizing the data between Implementation Grants and Non-Implementation Grants.

Attachment 4 – Sample Comprehensive Deliverable Chart: Minor changes to dates and format.

Attachment 5 – Habitat Restoration & Tracking Data Form: **Deleted** because the tracking data form is no longer needed to support the Habitat Restoration database

Attachment 6 – CBP Point Source & Non-Point Source Data Submission Specifications and Requirements: **Renumbered to Attachment 5.** This attachment was updated to clearly define the data reporting requirements that will enable EPA to get the data needed for the modeling efforts at the Chesapeake Bay Program Office. Additions are: 1) Figure 1: Point Source Nutrient Data Processing Flow Diagram; and 2) Table 1: Default Nutrient Species Relationship.

Attachment 7 – CBP Quality Assurance Guidelines and Requirements: **Renumbered to Attachment 6:** This attachment was updated to provide specifics on who is responsible for what within the Grant Guidance. Also, references to “Grantees and cooperators” were changed to read Grant recipients.

Attachment 8 – CBP Guidance and Policies for Data/Information Deliverables Submission: **Renumbered to Attachment 7:** This attachment was revised by re-wording a few sections, adding a table for deliverable formats, and adding a XML as an acceptable way of serving deliverables.

Attachment 9 – CBP Toxics Data Submission Specifications and Requirements - : **Renumbered to Attachment 8A CBP Toxics Data Submission Specifications and Requirements and 8B Data Submission Questionnaire.** This attachment was revised: 1) by deleting the beginning paragraph that read “This attachment was completely revised to reflect the new Chesapeake Bay Toxics Database design”; and 2) under the heading “Data Transfer”, changing the name of the Toxics Coordinator from Kathryn Gallagher to Greg Allen.

Attachment 10 – Administrative Costs Worksheet : **Renumbered to Attachment 9.** No other changes made.

Guidance Text Revisions dated February 2001:

Page 1, Forward: The first sentence reworded to delete the words “a change in the way”
The new revised Guidance, page 1, now reads: “ This guidance represents the way....”.

Page 5, Multi Year Activities: The last two sentences have been deleted. This paragraph is found on page 5 of new guidance.

Page 6, Authority: The Attachment number in first sentence changed from 1 to 2 to agree with reference and attachment to Grant Guidance. This paragraph is found on page 6 of new Grant Guidance.

Page 7, Application Requirements: Minor rewording in the first paragraph. The Attachment number under item 6, A fully descriptive work plan, has been changed to Attachment 3A. This change is now found on pages 6 and 7 of new Grant Guidance.

Page 8: The **second paragraph** beginning with “For habitat restoration grants....” Has been deleted to agree with the deletion of Attachment 5. No reference found in revised Grant Guidance for habitat restoration grants.

last paragraph: The sentence beginning with “This section must identify and explain....”has been reworded. The revision in new Grant Guidance is found on page 8 and begins with “This section must identify the state and federal point source.....”

Pages 9, & 10: The following paragraphs on page 9 have been reworded: 1) beginning with “It is assumed....”; and “beginning with “Annual progress reporting.....”.. These paragraphs are now found on pages 8 and 9 respectively in new Grant Guidance.

Paragraphs on Page 9 beginning with “The following represents the recommended timetable”; “The District of Columbia is utilizing”..... ; and the paragraph on Page 10 “If the time tables....” have been deleted. These paragraphs were substituted with the paragraph found on page 9 in revised Grant Guidance that begins with “Each state should submit a complete grant application.....”

Page 11: Quality Assurance, Quality Management Plan, and Quality Assurance Project Plan paragraphs have been reworded. These paragraphs are now found on page 10 of the revised Grant Guidance.

Page 12: The first two paragraphs (beginning with “Deliverables will be submitted in an electronic format.”..... and “Deliverables that are videos....”) have been switched .to provide general information first then specifics. This change is now found on pages 10 and 11 of new grant guidance.
Data/Information and Document Deliverables paragraph has been reworded. This paragraph is now found on page 11 of the revised Grant Guidance.

Page 13: Cost Share Requirements: The paragraph beginning with “Applicants applying for small watershed grants.....” has been deleted because of redundancy. Not found on page 12 of revised Grant Guidance.

Page i, Attachments: Has been removed. Not in revised Grant Guidance.

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Attachments

- 1 - *Chesapeake 2000* Agreement
- 2 - Clean Water Act, Section 117
- 3A - Sample Work Plan Content for Grants Other Than State Implementation
- 3B - Suggested Formats for Chesapeake Bay Implementation Grants (CBIG)
- 4 - Sample Comprehensive Deliverable chart.
- 5 - CBP Point Source & Non-Point Source Data Submission Specifications and Requirements
- 6 - CBP Quality Assurance Guidelines and Requirements
- 7 - CBP Guidance and Policies for Data/Information Deliverables Submission
- 8A - CBP Toxics Data Submission Specifications and Requirements
- 8B - Data Submission Questionnaire
- 9 - Administrative Costs Worksheet

FOREWORD

This guidance represents the way that the U.S. EPA, Region III's Chesapeake Bay Program Office administers funds for the benefit of the Chesapeake Bay Program and the bay. This guidance is a collaborative effort among project officers in the Chesapeake Bay Program Office, with input from Bay Program partners of the Chesapeake Executive Council. The purpose of this guidance is to present organizations with the best possible information needed to apply for funding. It provides a sound framework to attain successful proposals that work towards achieving the goals set forth in the first Chesapeake Bay Agreement in 1983 and subsequent agreements. This guidance will be revised and redistributed every five years, unless there is a legislative, regulatory, or other changes that need to be incorporated.

THE CHESAPEAKE BAY PROGRAM: AN OVERVIEW

The Chesapeake Bay Program is a unique regional partnership that's been directing and conducting the restoration of the Chesapeake Bay since the signing of the historic 1983 Chesapeake Bay Agreement. Considered a national and international model for estuarine research and restoration programs, the Bay Program is led by the Chesapeake Executive Council. The members of the Executive Council are the governors of Maryland, Virginia and Pennsylvania; the mayor of the District of Columbia; the administrator of the U.S. Environmental Protection Agency and the chairman of the Chesapeake Bay Commission, a tri-state legislative body. The Executive Council meets annually to establish the policy direction for the Bay and its living resources in implementing the Chesapeake Bay agreements.

As the largest estuary in the United States and one of the most productive in the world, the Chesapeake was this nation's first estuary targeted for restoration and protection. In the late 1970s, a congressionally funded \$27 million five-year study was conducted when scientists began to observe the loss of living resources, and the public became concerned about environmental degradation in general. The study identified the main source of the Bay's degradation as an oversupply of nutrients entering the Bay, and advocated programs that would limit nutrient loadings from point sources like wastewater treatment plants and non-point sources like fertilizers running off farmland. The study pinpointed three areas requiring immediate attention: nutrient over-enrichment, dwindling underwater Bay grasses and toxic pollution. Once the initial research was completed, the Bay Program evolved as the means to restore this exceptionally valuable resource.

The term "Chesapeake Bay Agreement" means the formal, voluntary agreements executed to achieve the goal of restoring and protecting the Chesapeake Bay ecosystem and the living resources of the Chesapeake Bay ecosystem and signed by the Chesapeake Executive Council. The following is an overview of the history of the Bay Program.

In the 1987 Chesapeake Bay Agreement, the Executive Council set a goal to reduce the nutrients nitrogen and phosphorous entering the Bay by 40% by the year 2000. Achieving a 40% nutrient reduction would ultimately improve the oxygen levels in Bay waters and encourage aquatic life to flourish.

In the 1992 Amendments, the Bay Program partners agreed to maintain the 40% goal beyond the year 2000 and to attack nutrients at their source - upstream in the Bay's tributaries. As a result, Pennsylvania, Maryland, Virginia, and the District of Columbia began developing tributary strategies to

achieve the nutrient reduction targets. The Bay Program also began reevaluating its Basinwide Toxics Reduction Strategy in order to better understand the impact toxics have on the Bay's resources.

In 1993, the Bay Program partners celebrated a "Decade of Progress" by highlighting the tenth anniversary of the signing of the *1983 Chesapeake Bay Agreement* along with some of the restoration successes to date, including an increase in the acreage of underwater Bay grasses and significant reductions in point source pollution.

Highlighting the results-oriented emphasis of the Bay Program, the Executive Council guided the restoration effort in 1993 with five directives addressing key areas of the restoration, including the tributaries, toxics, and underwater Bay grasses, fish passages, and agricultural non-point source pollution. Specifically, the Executive Council directed the partners to outline initiatives for nutrient reduction in the Bay's tributaries; revise the *Basinwide Toxics Reduction Strategy* by 1994; develop action plans to address problems related to toxics in specific geographic areas within the watershed; and work with the agricultural community to implement total resource management programs on farms in the watershed.

In addition, the Executive Council set an initial goal for recovery of Bay grasses at 114,000 acres by the year 2005 and set five- (582 miles) and ten-year (1,350 miles) goals for reopening upstream spawning habitat for migratory fish by removing blockages, such as small dams, on the Bay's rivers.

In July 1994, high-level federal officials from 25 agencies and departments signed the *Agreement of Federal Agencies on Ecosystem Management in the Chesapeake Bay*. The historic agreement outlined specific goals and commitments by federal agencies on federal lands throughout the watershed, as well as new cooperative efforts by federal agencies elsewhere.

In October 1994, the Executive Council called the implementation of the tributary strategies the top priority for the Bay and its rivers. The executive Council also adopted the *1994 Chesapeake Bay Basinwide Toxics Reduction and Prevention Strategy*. In addition, the Executive Council issued new initiatives for riparian forest buffers, habitat restoration, and reciprocal agricultural certification programs.

The *1995 Local Government Partnership Initiative* engaged the watershed's 1,650 local governments in the Bay restoration effort. The Executive Council followed this in 1996 by adopting the *Local Government Participation Action Plan* and the *Priorities for Action for Land, Growth and Stewardship in the Chesapeake Bay Region*, which address land use management, growth and development, stream corridor protection, and infrastructure improvements. The Executive Council also signed the *Riparian Forest Buffers Initiative* in 1996, which increased the Bay Program's commitment to improve water quality and enhance habitat. The new goal calls for restoring 2,010 miles of riparian buffers on stream and shoreline in the watershed by the year 2010.

In 1997, the Executive Council renewed its commitment to the 40% nutrient reduction goal, acknowledging that it had to accelerate efforts. A Bay Program study had concluded that the goal for phosphorus reduction would be met by 2000, but the goal for nitrogen would not be met unless efforts were intensified. Other directives signed in 1997 focused on wetlands protection and restoration and the development of a Bay Program Community Watershed Initiative.

In November 1998, representatives of 22 federal agencies and departments signed an updated agreement to implement the *Clean Water Action Plan* in the Bay watershed. The *Federal Agencies' Chesapeake Bay Ecosystem Unified Plan* contains 50 specific goals and commitments for federal agencies.

After more than a year in the making, the Chesapeake Bay Program partners came together in June 28, 2000, to sign a historic new agreement. The *Chesapeake 2000* agreement lays the foundation and sets the course for the Bay's restoration and protection for the next decade and beyond. In addition to the commitment to continue to meet goals set forth by previous agreements, this new agreement lays out five goals: (1) Living Resource Protection and Restoration; (2) Vital Habitat Protection and Restoration; (3) Water Quality Protection and Restoration; (4) Sound Land Use, and (5) Stewardship and Community Engagement. Each goal provides specific target dates and measurable objectives to achieve better results for a cleaner, more productive Bay (see Attachment 1).

As a means to achieve these goals and commitments, the U.S. EPA awards assistance agreements (grants/cooperative agreements) to state water pollution control agencies, interstate agencies, other public or nonprofit agencies, institutions, organizations and individuals. The type of projects that are awarded range from the monitoring of bay toxins to environmental education. These projects have helped support the commitments set forth since the historic *1983 Chesapeake Bay Agreement* to the current *Chesapeake 2000* and will continue for the next decade and beyond.

INTRODUCTION TO THE GUIDANCE DOCUMENT

This guidance document has been developed to assist applicants applying for assistance agreements (grants and cooperative agreements) to support the Chesapeake Bay Program goals. In the past this document has been provided to potential applicants on an annual basis. To reduce paperwork and the need for an annual review, starting in Fiscal Year (FY) 2001, this document will be updated once every five years or in the event of changes in funding authorization. Updates and highlights of the program will be provided in the form of a brief letter on an annual basis. The EPA Chesapeake Bay Program Office hopes that this will make the process easier for all potential applicants.

Applying for assistance agreements involves the development of a work plan, filling out a federal application and certifications and providing budget information. This guidance contains the following sections:

- Authority: This section describes the legal authorization that allows EPA to provide these funds to organizations.
- Application Requirements: This section lists all the required documentation and information needed to provide EPA with a complete application. It includes time frames, contacts and address information.
- Work Plan: This section describes what is expected in the work plan of an application. It also provides example work plans. The work plan is the descriptive section of the application. It describes the projects that are proposed, what the outcomes will be and how results will be reported.
- Work Plan Specific Requirements for Implementation and Monitoring Grants: Financial commitments to the States and the District of Columbia have specific requirements under the assistance agreements received from the EPA. These Implementation Grants are described in this section. Also included in this section are specific requirements for Monitoring Grants.
- Quality Assurance: This section describes specific technical documentation and reporting requirements for assistance agreements that involve the collection or use of environmental data. This includes a description of Quality Management Plans and Quality Assurance Project Plans.
- Deliverables: This section describes what specific requirements are needed to produce and submit deliverables.
- Financial: This section provides information regarding cost share requirements, in-kind calculations for EPA on-site grantees, and information regarding the Financial Status Report requirements.
- Attachments: These attachments provide more detailed background information and forms necessary for development of complete applications for assistance.

COMPETITION PROCESS

The EPA employs several mechanisms to promote an open and competitive process in support of the Federal Grant and Cooperative Agreement of 1977, which “encourages” Agency managers to seek out competition in the selection of recipients of Assistance Agreements. The EPA CBPO competes funds through Requests for Initial Proposals (RFIPs) for (1) single year activities to support priorities or (2) multi-year activities to support CBP functions.

Single-Year Activities

Each spring, EPA, CBPO will announce the RFIP for single- year activities, through mailings, *Federal Register* notices, and website postings. These requested proposals are in support of the *Chesapeake 2000 Agreement*, past Chesapeake Bay Agreements and Executive Council Directives. The goal is to solicit proposals that further the protection and restoration of living resources, vital habitat and water quality, the promotion of sound land use practices and the engagement of individuals and communities throughout the Chesapeake Bay watershed.

Multi-Year Activities

The intent of the EPA, CBPO is to provide grants/cooperative agreements for related activities that have been grouped together for effective delivery through a multi-year grant competition process. The multi-year RFIPs that are issued will be competed and awarded for a period of up to five years. EPA intends to continue this approach since it balances the need for competition with the benefit of continuity.

If you are interested in receiving any of the above RFIPs, please contact EPA, CBPO at 1-800-YOUR-BAY (968-7229) and request to be added to the mailing database. Your Project Officer can answer any questions you have regarding this competitive process.

ASSISTANCE AGREEMENT GUIDANCE

Authority

On November 7, 2000, the President signed the Estuaries and Clean Waters Act of 2000, which includes Title II-Chesapeake Bay Restoration (Attachment 2). This Act amends Section 117 of the Federal Water Pollution Control Act (Clean Water Act) and establishes new authorities for the Chesapeake Bay Program. These new legal authorities specify the type of work that can be performed with the funds appropriated for the Chesapeake Bay Program, the type of funding vehicles (e.g., assistance agreement) that can be used, and the type of organization eligible to receive funding. The purpose of these amended authorities are: (1) to expand and strengthen cooperative efforts to restore and protect the Chesapeake Bay; and (2) to achieve the goals established in the Chesapeake Bay Agreement. The term “Chesapeake Bay Agreement” means the formal, voluntary agreements signed by the Chesapeake Executive Council and executed to achieve the goal of restoring and protecting the Chesapeake Bay ecosystem (e.g., the *1987 Chesapeake Bay Agreement*, *Chesapeake 2000* agreement, various Executive Council directives, etc.). This section also establishes a Small Watershed Grants Program in the Chesapeake Bay Program Office.

The Small Watershed Grants Program provides small grants to organizations working on a local level to protect and improve watersheds in the Chesapeake Bay basin, while building citizen-based resource stewardship. The purpose of the grants program is to demonstrate effective techniques and partnership-building to achieve Chesapeake Bay Program objectives at the small watershed scale. The Small Watershed Grants Program has been designed to encourage the sharing of innovative ideas among the many organizations wishing to be involved in watershed protection activities.

Section 117(e) authorizes EPA to award grants to signatory jurisdictions, specifically for Implementation and Monitoring Grants. The Implementation Grants are for the purpose of implementing the management mechanisms established under the Chesapeake Bay Agreement, such as ongoing state programs for control and abatement of non-point source pollution (including atmospheric deposition as a non-point source). The Monitoring Grants are for the purpose of monitoring the Chesapeake Bay ecosystem. These grants can be awarded non-competitively to any State or the District of Columbia that has or will have signed the Chesapeake Bay Agreement.

All other Technical Assistance and Assistance Grants under Section 117(d) will be awarded competitively to nonprofit organizations, State and local governments, colleges, universities, and interstate agencies to implement the goals of the Chesapeake Bay Agreements; such as activities to support living resource protection and restoration; vital habitat protection and restoration; water quality protection and restoration; sound land use; and stewardship and community engagement.

Application Requirements

A complete grant or cooperative agreement application must be submitted to the Grants and Audit Management Branch (3PM70), U.S. EPA Region III, 1650 Arch Street, Philadelphia, PA 19103-2029 with a copy to the Project Officer. For new awards, the application must be submitted for review at least 90 days before the proposed start date and 60 days before the proposed start date for continuation awards or amendments. State and Local Governments receiving assistance under any of the provisions of Section 117 must comply with 40 CFR Part 31 and all other applicants must comply

with 40 CFR Part 30. An electronic version of the application, application forms, and check lists can be found on the Internet at:

<http://www.epa.gov/ogd/>

Office of Management & Budget Circulars may be found at:

<http://whitehouse.gov/OMB/circulars>

A complete application must include the following components to be considered for review:

1. Transmittal letter signed by the applicant
2. Standard Form (SF) 424 - with Intergovernmental Review (Executive Order 12372 Process) documented by date and original signature of authorized representative
3. SF 424-A
4. Budget detail
5. SF 424-B
6. A fully descriptive work plan (see Attachment 3A)
7. Quality assurance project plan(s) - if required
8. Current indirect cost agreement - must use lower indirect cost rate if staff are on-site at EPA Chesapeake Bay Program Office
9. Certification Regarding Lobbying
10. SF LLL (Disclosure of Lobbying Activities)
11. EPA Form 5700-49 Debarment/Suspension Certification
12. EPA Form 4700-4 Pre-award Compliance Review Report
13. Comprehensive chart listing all deliverables and respective due dates for each project (see Attachment 4)
14. Administrative Cap Worksheet

Any incomplete application may delay processing. Grant awards or amendments for additional funding will not be approved by EPA until all deliverables from previous or current grants are completed, unless a specific written agreement to complete all previous overdue deliverables has been approved by the Project Officer prior to the proposed award date.

Work Plan

The Work Plan is the narrative portion of the assistance agreement application. For all proposals competed through the Chesapeake Bay Program's annual request for proposals, the Work Plan should include original proposal language and format (unless there are changes to the scope agreed to by the Project Officer and the grantee, in writing). The elements from the original proposal that are required to be in the Work Plan include the abstract, the title, detailed description of the project, deliverables and schedule, detailed budget justification, and measures of success (Attachment 3A). If an assistance agreement application contains more than one competed proposal, an introductory paragraph should describe the overall strategy your organization has developed for completing all of the tasks. Additionally, each proposal should be assigned a task number, and each deliverable should be included in the summary deliverables chart (see Attachment 4).

For any proposals associated with the multi-year grants (e.g., local government, small watershed, communications, etc.) the Work Plan should provide information on the connection between each proposed project and the Chesapeake Bay Program goals and objectives set forth in the Chesapeake Bay

Agreement. The Work Plan should contain an introduction that includes a background of your Organization and historical perspective, if any, of work contributing to the restoration of the Chesapeake Bay. The Work Plan must include objectives, methods, approaches, and anticipated results of each project or task. Each task must include deliverables (including a schedule for completion of those deliverables), a detailed budget justification, and measures of success (i.e., how will you determine whether the project is successful?).

State Implementation Grants

Because the Implementation Grant represents the major Federal Financial commitment to the States and the District of Columbia to meet the objectives of the Chesapeake Bay Agreement, it is essential to understand how EPA funds will be used in the context of the overall state effort. Therefore, each Implementation Grant should include an introductory section of several pages that outlines the full program of the state to meet the goals of the Agreement, and indicates how it will be funded by the Implementation Grant or otherwise. (Attachment 3B)

The Work Plan should focus on activities; events and outcomes that achieve the milestones and objectives contained in the strategies and include estimates of reductions in pollutant loads resulting from implementation of Work Plan projects, where appropriate. Additionally, this section must specifically address which of the overarching Bay Agreement goals are being addressed and the amount of funds being allocated to them.

If the Work Plan contains long term projects that exceed one grant cycle, additional information is necessary. The applicant must provide information on what will be accomplished during the current grant cycle, if the project is on track, the ultimate goal of the project and what has been completed in previous years. It is encouraged that progress on previous projects be provided in graph form, if applicable.

Each jurisdiction seeking funding through the Implementation Grant for non-point source related projects must describe how other state and federal non-point source programs are being integrated into and/or coordinated with the Chesapeake Bay Program efforts to accomplish Chesapeake Bay Program nutrient and sediment goals. This section must identify the state and federal point source and non-point source programs that are available to fund the jurisdiction's nutrient and sediment reduction efforts and explain how each program is used to address tributary strategy activities. Examples of state and federal programs include, (1) Clean Water Act, Section 319, Section 104(b)(3) or 106; (2) State Revolving Funds, (3) USDA EQIP and Conservation Reserve (CRP) Programs, (4) State Conservation Reserve Enhancement Program (CREP), and (5) Coastal Zone Management Act Amendments, Section 6217.

The Work Plan must include a narrative identifying all state and federal funding sources used to address nutrient related activities within the Chesapeake Bay Watershed, and the linkages between these funding sources and Implementation Grant funded projects.

It is assumed that the results achieved by coordinating Chesapeake Bay Program Implementation Grant activities with other available non-point source programs produces cost effective solutions that address current nutrient and sediment reduction allocation goals and other C2K objectives. The expenditure of public funds requires the ability to justify continuation of the program through a periodic

cost effectiveness evaluation. Currently, the accepted accounting measure for justifying fund expenditures uses non-point source BMP implementation, point source and other nutrient reduction activity information as input data for CBPO Watershed Model (WSM) annual progress runs.

Annual progress reporting is a deliverable of this grant. Implementation Grant recipients must provide final point source and non-point source progress data for the previous calendar year on or before the date established by the Tributary Strategy Workgroup and the Point Source Workgroup of the CBP Nutrient Subcommittee, but not later than July 15. **Submitted data to the CBPO is expected to be complete, quality assured, and in proper format for immediate processing in a CBPO WSM annual progress scenario.** See Attachment 5 for data specifications and requirements.

Each state should submit a complete grant application to the Grants and Audit Management Branch, (3PM70) 1650 Arch Street, Philadelphia, PA, 19103, with a copy to the project officer. If the application is received by April 1, the applicant can expect an award by July 1 of that calendar year, assuming that all administrative and programmatic issues are resolved. The District of Columbia typically submits its application later than the states. In order for grants to be awarded by October 1, a complete application should be received by July 1.

Monitoring Grants

Each eligible project must support approved CBP goals, commitments, directives, and/or strategies. The appropriate plan/strategy document for the mainstem monitoring grants is the Chesapeake Bay Basinwide Monitoring Strategy.

Project specific and comprehensive schedules that list the monitoring data submittals, semi-annual progress reports, milestones and technical reports for federally funded and state match activities must be included as part of the Work Plan. Because the monitoring grants involve the collection of environmental data, the Work Plan needs to also address the data submission and quality assurance requirements.

The following represents the recommended timetable to follow for the submittal and award of the monitoring grants for MD and VA in order to receive a **July 1st** award each calendar year.

April 1st - Submit draft application to the Project Officer.

May 1st - Submit signed final application with all comments addressed submitted Grants & Audit Management Branch, Region III with a copy to the Project Officer.

July 1st - Notification of award by EPA.

Quality Assurance

All grants and cooperative agreements that involve the collection and/or use of environmental data must provide documentation of the recipient's quality assurance policies and practices (Quality Management Plan) as well as the detailed quality assurance and quality control procedures and specifications (Quality Assurance Project Plan). Environmental data is defined as direct measurements of environmental conditions or releases, such as sample collection and analysis. Environmental data also includes data collected from secondary sources of information, such as computer databases, computer models, literature files and historical databases. This data may be used for a variety of purposes, ranging from characterization of ecological effects to performance of environmental technology. The recipient must work with the Project Officer in advance of submission of an application to determine the need for development and schedule for submission of a Quality Management Plan and Quality Assurance Project Plans.

Quality Management Plan

In accordance with federal requirements (40 CFR 30.54 and 31.45), the recipient must develop and implement management policies and practices that result in data of adequate quality to meet program objectives. These policies and practices must be documented in a Quality Management Plan. The Quality Management Plan should be prepared in accordance with the EPA requirements. Responsibilities for development of Quality Management Plans, specific guidance and requirements for their development, and schedules for their submission, review and approval are described in more detail in Attachment 6.

Quality Assurance Project Plan

When the recipient is performing the environmental data collection activity, such as direct measurements, data collection from other sources, or data compilation from computerized data bases and information systems, a Quality Assurance Project Plan must be submitted to the Project Officer along with the draft application or listed as a deliverable to be received at least 30 days prior to the initiation of each data collection or data compilation activity. Responsibilities for development of Quality Assurance Project Plan, specific guidance and requirements for their development, schedules for their submission, review and approval are described in more detail in Attachment 6.

Deliverables

A comprehensive schedule for submittal of quarterly progress, milestones, quality management plans, quality assurance project plans, data, information, and document deliverable submissions, and final reports is required with the application. The recipient agrees to deliver to EPA all products by the dates outlined in the work plan accompanying the application, following the procedures described in the Work Plan and the most recent approved version of the applicable quality assurance project plans. The recipient will deliver to EPA all deliverables resulting from all programs (federally funded and non-federal match) described within the Work Plan.

Deliverables will be submitted in an electronic format. In select cases when electronic submission of a deliverable is not possible, the recipient and the Project Officer will determine in advance and clearly document in the final Work Plan the exact format for submission of the

deliverables. Electronic deliverables can include reports, graphics, spreadsheets, imagery, data files, audio, and digital video products. More detailed guidance regarding formats for submission of electronic deliverables is provided in Attachment 7.

Deliverables that are videos or printed material meant for the public, such as brochures, fact sheets, or publications, should have the CBPO logo and a short narrative statement stating that the publication was funded in part through a grant/cooperative agreement from the EPA, CBPO. These items, once finalized, are to be a deliverable within the Work Plan.

All data and information generated through the funds awarded by the U.S. EPA whether direct CBPO funding or indirect cost sharing, is public information and shall be made available to the public, unless there is a grant/cooperative agreement condition that specifies otherwise.

Progress and Final Report Deliverables

Quarterly, or semi-annual and final progress reports are document deliverables that must be included in each Work Plan. These reports must document the progress made in achieving individual milestones of project work plans as presented in the application. These reports will address deliverables agreed to in the application, and will assess the quality of the data (determine if the data have met or exceeded the level of quality specified for the needs of the project). These reports should also describe accomplishments and difficulties encountered for each activity, and any changes in expected milestones or delivery dates. The final report will be a compilation of the quarterly or semi-annual reports and provide a summary of all completed projects. If there is more than one project included in the same assistance agreement award, the final report should provide the dates in which the final report for each of the projects was submitted.

Data/Information and Document Deliverables

The Chesapeake Bay Program has adopted a comprehensive set of guidelines and policies addressing the management and submission of data, information and documents. Data, information and documents must be submitted electronically in a format identified in Attachment 7 unless otherwise stipulated in the Work Plan. Each electronic deliverable requires associated metadata (documentation) be entered in the CIMS On-line Metadata Entry Tool (COMET). The Work Plan must describe the data and information management procedures to be followed to ensure the quality and timely delivery of data and/or information. Specifically, the Work Plan must describe the plan for adhering to the Chesapeake Bay Program data management guidelines as documented in Attachment 7. Please refer to Attachments 7 and 8 for additional policies and guidelines, as well as specific formatting information for deliverables.

FINANCIAL

Cost Share Requirements

As stated previously, the Chesapeake Bay Program is funded under the Clean Water Act, Section 117. State and Local Governments receiving assistance under any of the provisions of Section 117 must comply with 40 CFR 31.24 and all other applicants must comply with 40 CFR 30.23. EPA requires assurances that cost share funds are being spent for activities such as staff working on bay related projects, or other projects in direct support of the Chesapeake Bay Agreements. Cost share

sources must be from non-federal sources. In-kind services, such as volunteer hours can be used in lieu of a cash match. The rates associated with these volunteer hours must be similar to those of related work efforts and be approved by your Project Officer.

State agencies applying for implementation and monitoring grants must identify 50 percent cost share of total project costs (equal match/dollar for dollar). State agencies applying for grants under Section 117 (d)(1), must commit to a cost share ranging from 5% to 50% as determined at the sole discretion of EPA. This determination will be made on a grant-by-grant basis and EPA will promptly inform the applicant of the selected cost share requirement. Applicants applying for small watershed grants must commit to a cost share of 25% of the total project cost. All other applicants applying for grants under Section 117 must commit to a cost share of 5% of the total project costs. EPA will seek assurances that the flow of the project funds will not be impeded by loss of personnel or services during the course of the project period. Further, EPA may seek assurances that economic conditions of landowners targeted for participation of the program will continue to make incentives, inherent in the programs structure, a feasible means of implementing it.

In addition to the cost share requirement, recipients must adhere to the requirement in the Clean Water Act, Section 117 - "Administrative Costs". This section requires a 10 per cent cap for administrative costs. The cost of salaries and fringe benefits incurred in administering the grant cannot exceed 10% of the Federal grant amount. Recipients are required to submit a completed Administrative Cap Worksheet with their application. Attachment 9.

EPA In-Kind

The dollar value associated with providing space, supplies, etc. for grantees located on-site at EPA is considered EPA In-Kind. If your grant/cooperative agreement supports staff that is housed at the EPA CBPO, the project budget within their application must include the cost to house the employee(s) at the EPA office. When calculating the cost share requirements, the total value that would be cost-shared is the EPA in-kind and the federal share combined. Contact your Project Officer to obtain the EPA in-kind dollar amount.

Financial Status Report (FSR)

A FSR (SF 269 or 269A) is required 90 days after the close of the budget period. If the budget period is longer than one year, an interim FSR is required at the end of each year. Cost share ratios stated in the application and budget must be included in the final FSR.

CONCLUSION

As you tackle the challenges of applying for assistance agreements (grants/cooperative agreements) through the Federal Government, we encourage you to call you project officer for assistance. Project officers are here to help you provide the best possible application. The ultimate goal is to support the restoration of the Chesapeake Bay.